

# **RESTART MODEL TEMPLATE**

## **Introduction**

This template can be used to develop a Restart plan. The school restart model is one in which an LEA converts a school or closes and reopens a school under a charter school operator, a charter management organization (CMO), or an education management organization (EMO). To write a restart plan, you will need to address nine separate requirements. The restart plan should be developed for implementation during the next three school years.

## **Directions**

Provide a concise, cohesive and comprehensive response describing how each requirement will be implemented in the school. Each description should also identify who will be responsible for the implementation (names and/or titles), and when the requirements will be implemented. A maximum of 6,000 characters are allowed per item. Use your MS Word Template to draft and edit each item, and then cut and paste the text into the form fields for each requirement.

## **PART A: REFORM TEAM PERSONNEL**

1. Please list the individuals involved in the development of this reform/redesign plan. Use a separate line to list each individual, and include name, title or role, and email contact information.
- 2.

## **PART B: RESTART MODEL REQUIREMENTS**

Requirement #1: Establish eligibility for this model by providing evidence that the district has decided to close a school and reopen it as a Public School Academy. Provide evidence that the school's district has agreed to accept an application to become a new charter school. Also, describe the timeline for submitting the application (deadline must be before 5/1/2014) and available grade levels. (Attach a resolution letter)

Requirement #2: Describe the competitive selection process by which the school operator, EMO or CMO will be chosen, including the criteria to be used. In your response, describe the competitive process for selecting a school operator and selection criteria.

Requirement #3: Describe how the school (or its district) will communicate the change in status of the school/district to stakeholders of the school. In your response, explain the process for assigning or offering alternative enrollment in a higher performing school. State whether the school expects 50% or more of its student body to enroll in a single school. Communication must be completed before 12/31/13.

Requirement #4: Describe how the school (or its district) will communicate the closing of the school/district to appropriate state agencies. The communication must include correspondence to the following agencies before 5/01/2014: State Aid, Field Services, State Reform Office, Office of Retirement Services, CEPI/EEM, Pupil Accounting, School Finance, and Special Education.

Requirement #5: Describe how the school (or its district) will assist and track the matriculation of students to higher performing schools. In your response, detail the process for enrolling students elsewhere (also see Requirement 1) and provide a timeline for transferring student records to enrolling schools.

Requirement #6: Describe how the school (or its district) will prepare and store all business, board, and student records in accordance with adopted state records retention schedules and requirements. In your response, identify the location for permanent storage and the date by which this arrangement will be complete.

Requirement #7: Describe how the school (or its district) will ensure that authorized individuals will maintain access to state /federal reporting sites and file all required final reports in accordance with established timelines. In your response, identify the authorized individuals and ensure this authority was delegated by the governing body. Also, list the anticipated reports to be filed and deadlines for each filing.

Requirement #8: Describe how the school (or its district) will ensure proper disposition of property purchased with federal funds. In your response, provide an inventory of property purchased by federal funds or provide a process and timeline for submitting the inventory. Also, describe the process, timeline, and deadline (must be before 5/1/2014) for identifying eligible public institutions (which can include the restart PSA) to receive the inventoried property.

Requirement #9: Describe how the PSA will address the following requirements:

- Requirement #1: Replace the Principal and increase leadership capacity at the school.
- Requirement #2: Use rigorous, transparent, and equitable evaluation systems for teachers and principals and describe how staff meet turnaround competencies.
- Requirement #3: Identify and reward school leaders, teachers, and other staff members who have increased student achievement. Additionally, the school will remove leaders and staff members who have been given multiple opportunities to improve professional practice and have not increased student achievement.

- Requirement #4: Provide staff with ongoing, high quality, job-embedded professional development aligned with the school's comprehensive instructional program. This should be designed with school staff to ensure that staff can facilitate effective teaching and learning and have the capacity to successfully implement the school reform strategies.
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- Requirement #5: Implement strategies to recruit and retain staff with skills necessary to meet the needs of students in a transformational school. These can include strategies such as financial incentives, increased opportunities for promotion and career growth and more flexible work conditions.
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- Requirement #6: Use data to identify and implement an instructional program(s) that is based on research and aligned from one grade to the next, as well as with state academic standards.
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- Requirement #7: Promote the continuous use of student data (such as formative, interim, and summative assessment data and student work) to inform and differentiate instruction to meet academic needs of individual students.
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- Requirement #8: Establish schedules and strategies that provide increased time for instruction in core academic subjects, enrichment activities, and professional learning for teachers.

NOTE: For additional information regarding Transformation Model requirements, visit [http://www.michigan.gov/mde/0,1607,7-140-6530\\_56811---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_56811---,00.html).